

1.
This is an optional activity. To "pass" this practice quiz, you must receive 100%, or 1 out of 1 point, by completing the activity below.

Activity Overview

In this activity, you will start writing a professional resume that will position you for future project management roles. Getting a job in project management begins with a solid resume that highlights your skills and accomplishments. When complete, you should have a 1-2 page resume you can use in your job search. As you move through the program and learn more about project management, be sure to update this resume to include your new skills and experiences.

Be sure to complete this activity before moving on. The next course item will provide you with a completed exemplar to compare to your own work. You will not be able to access the exemplar until you have completed this activity.

Step-By-Step Instructions

Step 1: Access the template

To use the template for this course item, click the link below and select "Use Template."



Link to template: [Project Management Resume](#)

OR

If you don't have a Google account, you can download the template directly from the attachment below.



[Activity Template Project management resume](#)
[DOCX File](#)

Step 2: Find a job description that interests you

For this activity, you will need to refer to the

[Tailoring your resume for project management](#) reading. Keep it open as you fill out the sections of your resume.

Before creating your resume, think about the kind of position you want. Project management skills are used in nearly every industry, so spend some time thinking about where you want to apply your skills.

Next, find a job description that interests you. Review it carefully and highlight some of the qualities the employer is searching for. For example, "detail-oriented," "collaborative," "strategic," and "creative" are all qualities that could appear in job descriptions. Be sure to use some of these keywords in your resume so the company understands how you can meet their needs.

Review the Tailor the content section of the reading for more information on how to connect your experience to the job description.

Step 3: Create your project management resume

Now that you're familiar with the job description, it's time to start writing your resume.

Refer to the reading for detailed instructions on how to fill out the following sections of the template:

Contact information

Professional summary

Core competencies

Professional experience

Education and certifications

Step 4: Proofread and format your resume

Finally, proofread your resume for spelling and grammatical errors. You can adjust the template as needed, but make sure it's easy to read. Websites like [resumeworded.com](#) or [enhancv.com](#) can help you find a template style that works for you.

What to Include in Your Response

Be sure to address the following elements in your completed resume:

Contact information, a professional summary, core competencies, professional experience, and education and certifications

Keywords from the job description

Bullets that link your past experience to the job description using the P.A.R.I.S. formula

Correct grammar and punctuation